

DUTIES

Types a variety of narrative and tabular material from rough draft and corrected copy. Also, performs general office and clerical tasks.

Uses word processing equipment to produce various documents such as correspondence, forms, reports and uncomplicated statistical material in final form.

Types transmittals, requests for supplies and forms, and other similar material.

Receives and refers visitors and telephone calls; makes appointments; and relays messages.

Maintains office files; retrieves requested information from files.

Proofreads and reviews outgoing mail for completeness, accuracy and proper format.

FACTORS

1. Knowledge Required by the Position

Skill in operating word processing equipment. A qualified typist is required.

Knowledge of grammar, spelling, capitalization, and punctuation required to type a variety of material accurately.

Ability to follow specific, detailed instructions when the material to be completed is in an unusual form.

Knowledge of the formats and procedures used by the office for correspondence, charts, and other material.

Knowledge of clerical procedures used by the office to maintain the office files and records.

Familiarity with work done in related organizational segments to refer visitors and telephone calls.

Knowledge of the filing system and contents of the files.

Knowledge of general office policies, procedures, and functions to review outgoing mail.

2. Supervisory Controls

The supervisor assigns work, advises of procedural changes, and is available for assistance when required. Routine work is performed independently, following prescribed procedures. Work is spot-checked for compliance with instructions and adherence to copy. Outgoing correspondence is reviewed more closely for typographical errors.

3. Guidelines

Guidelines include various publications on preparation of correspondence and reports, and apply to nearly every situation. Employee uses judgment in selecting and applying guides.

4. Complexity

The work consists of several typing and clerical tasks, such as sorting mail, typing varied material from rough draft and corrected handwritten copy, and filing letters. Actions to be taken are readily discernible; tasks are clear-cut and directly related; and there is little variation in the work.

5. Scope and Effect

Employee contributes to the effectiveness and efficiency of the work unit by typing material, maintaining office files, receiving and referring visitors and telephone calls, and relaying messages. The work facilitates the work of others in the immediate office.

6. Personal Contacts

Contacts are with employees within the immediate office and in related support units.

7. Purpose of Contacts

Contacts are for the purpose of receiving assignments, obtaining instructions, and reporting progress.

8. Physical Demands

Work is sedentary. No special physical exertion is required.

9. Work Environment

Work is performed in an office setting.